

PROPERTY OWNER BID FORMATION TIME LINE	
MONTH 1 – MONTH 3	
Form Steering/Forming Committee to guide BID formation	
Commence information sessions with property owners in potential BID geographic area	
MONTH 2 – MONTH 4	
Determine name and BID boundaries	
Determine services and programs (security, maintenance, image, streetscape, administration, etc.)	
Determine budget needed to implement services and programs within BID boundaries	
Work on potential assessment formulas (front linear footage, building square footage, parcel size, etc.) based on needed budget	
MONTH 5	
Submit 1 st draft of assessment Database to City Clerk for review and comment (contains all APNs, property owner names, assessable property measurements, and assessment calculations)	
Submit 1 st draft of Management District Plan to City Clerk for review and comment (contains boundary description and rationale, description of services and programs, budget, benefit zones or areas to be assessed at a different rate, assessment methodology, and other legal and procedural requirement)	
MONTH 7	
Submit revised Database and Management District Plan to City Clerk for review and confirmation	
MONTH 12	
“Final” Database and Management District Plan Approved by City Clerk	
MONTH 13 – MONTH 14	
Mail out Management District Plan and start petition drive to secure signature of 50% + \$1.00 of proposed assessment	
MONTH 15	
Submit final petitions to City Clerk	
Request City Clerk draft Ordinance of Intention (OOI) to form a BID	
Submit Management District Plan, Engineer’s Report, BID boundary map and list of all “stakeholders” to City Clerk	
Petition signatures and affirmative percentage verified by City Clerk	
City Clerk submits BID formation report/packet to City Council’s Economic and Development Committee (EDC)	
EDC holds public hearings and makes its recommendation to City Council	
MONTH 16	
City Council considers EDC recommendation and BID formation packet; adopts OOI, authorizes public meeting and hearing dates and initiates Prop 218 process	
Provide balloting materials (prepaid, preaddressed return envelopes, smaller secret ballot return envelopes, and copies of District Management Plan with budget, BID boundary map and APNs of all stakeholders to be mailed	
MONTH 17	
Begin required 45-day notification period (Prop 218)	
City Clerk arranges mailing and publication	
MONTH 18	
City Council holds public hearing on establishment of BID	
Balloting officially closes; City Clerk opens and tabulates ballots	
Ballot results reported at next City Council meeting; 1 st reading of Ordinance of Establishment; Council accepts balloting results and votes on Ordinance of Establishment	
IMPORTANT NOTE: County has hard deadline to submit assessment data in July in order to include in tax roll for following year.	
IMPORTANT NOTE: This time line is dependent on the ability of the formation group to implement the steps, or the availability of a paid consultant to meet the desired time line.	

